



Application Instructions

This form is to be completed and submitted with the Change of Zoning application for a Workforce Housing (WFH) Overlay District when the applicant is applying for “Bonus Density for Workforce Housing” as provided for in [Section 2106](#) of the City Zoning Ordinance. Per [Section 2103](#), Areas of Applicability, the WFH Overlay District shall be limited to areas of the city in which increased residential density is consistent with the Comprehensive Plan.

Prior to the filing of an application with the Planning Department, the applicant must meet with staff from the Planning Administration division of the Department of Planning and Community Development **and** the Department of Housing and Neighborhood Preservation in order to discuss the proposed development and the strategy for providing Workforce Housing. Please contact a Staff Planner at (757) 385-4621 or PlanAdmn@VBgov.com to schedule a meeting.

Pursuant to [Sections 2100-2106](#) of the City Zoning Ordinance, it is the policy of the City Council to encourage the development of high-quality housing that is: (1) affordable by households with annual incomes of between 80% and 120% of Area Median Income (AMI); or (2), for rental purposes, by households with annual incomes of between 60% and 90% of AMI, adjusted for family size, who live or work in Virginia Beach. Because such households generally, although not uniformly, consist of one or two working members, such housing is termed "workforce housing." In order to accomplish that goal, City Council has established incentives for the construction of workforce housing in areas of the City, including Strategic Growth Areas, in which the Comprehensive Plan recognizes increased density to be appropriate.

The dwelling unit density in the Workforce Housing Overlay District may be increased by a maximum of thirty (30) percent over the density allowed in the underlying zoning district if all of the following conditions are met:

- a. Not less than seventeen percent (17%) of the total number of dwelling units are workforce housing units. In the event the maximum allowable density is not increased by thirty (30) percent, the percentage of workforce housing units required shall maintain the same ratio of thirty (30) percent to seventeen (17) percent;
- b. Workforce housing units shall be integrated into the development to the same extent as other dwelling units and shall not be clustered in discrete locations separate from other dwelling units;
- c. The construction of workforce housing units shall reasonably coincide with that of other units;
- d. Workforce housing shall conform to the Workforce Housing Design Criteria and any other applicable design standards in the Comprehensive Plan, including, but not limited to, the following standards:
 1. The exterior of workforce housing units shall have the same building materials and finish, and be effectively indistinguishable from, non-workforce housing units of the same housing type;
 2. Workforce housing units shall be comparable in bedroom mix, design, and overall quality of construction to the market rate units in the development, except that workforce housing units shall not be required to exceed three (3) bedrooms per unit; and
 3. The square footage and interior features of workforce housing units shall not be required to be the same as other dwelling units in the development units, so long as they are reasonably similar in size and quality and are consistent with the current building standards for new housing in the City of Virginia Beach.



Application Requirements

To satisfactorily demonstrate that the proposed development qualifies for the bonus density and other Workforce Housing incentives, the applicant must provide all information and materials pursuant to [Section 2105](#) of the City Zoning Ordinance as listed below:

1. A survey of existing site conditions, including trees, contours, floodway, flood fringe, waters, wetlands and other natural features;
2. A narrative statement of planning objectives for the proposed development;
3. A construction schedule, including a schedule of construction of workforce housing units;
4. A detailed land use plan, which shall, at a minimum, consist of:
 - a. Architectural elevations for proposed structures, including building materials and colors;
 - b. A general landscape plan and tree preservation plan;
 - c. A detailed description of the differences in size, interior layout and construction materials between workforce housing units and other dwelling units of the same type;
 - d. An affordability level statement (*Contact the Workforce Housing Program Coordinator in the Department of Housing & Neighborhood Preservation at (757) 385-5750 for the Affordability Level Statement spreadsheet*);
 - e. The total area to be included in the Workforce Housing Overlay District as part of the application;
 - f. The location of residential uses and total number and type of proposed dwelling units, including the location, number and type of workforce housing units;
 - g. Types of nonresidential uses proposed, if any, including the area and gross floor area proposed for such nonresidential development;
 - h. Gross floor area of all structures;
 - i. Location of all buildings, streets, alleys and pedestrian walkways;
 - j. Regulations governing height, setbacks, floor area ratio, lot coverage, impervious surface, accessory structures (sheds, swimming pools, etc.), signs and fences;
 - k. Number and location of parking spaces, including parking structures;
 - l. Proposed improvements to adjacent public streets;
 - m. Open space and recreation areas, including areas inside buildings;
 - n. Green development features, such as porous paving or pavers, native plant landscaping, reduced street lengths, reduced pavement width, bio-retention islands, shared parking, vegetated swales in lieu of curb and gutter or other features of development intended to enhance environmental quality.

